

Division for the Visually Impaired (DVI)
Business Enterprise Program (BEP)
Blind Vendors Committee (BVC)
Meeting Minutes, January 24, 2019

Roll Call:

Wayne Marsh, Blind Vendors Chairperson; Anthony Paolini, Blind Vendor Committee Member; Rob Schmidtkofer, Division for the Visually Impaired; Gary Pizzolo, Blind Vendors Committee Member; Elisha Jenkins, Division for the Visually Impaired; Andy Kloefer, Division for the Visually Impaired; Jill Morrison, Division for the Visually Impaired; Olu Ogunsola, Division for the Visually Impaired; Romy Mikhail, Division for the Visually Impaired; and Rachel Hollen, Division for the Visually Impaired.

Rules of Engagement:

The Rules of Engagement were reviewed by Rob Schmidtkofer.

Approval of Minutes:

The minutes from the November 29, 2018 meeting were reviewed. Anthony Paolini made a motion to approve the November meeting minutes. Gary Pizzolo seconded the motion. The minutes were approved.

New Business:

Policies:

Operator Engagement:

Rob Schmidtkofer read from the Code of Conduct for Vendors, pages 18 through 21. Andy Kloefer will make the appropriate revisions clarifying policy expectations of the BVC.

By-laws:

Wayne Marsh requested to have the election policies added to the current By-laws.

There was a discussion regarding the fiscal year the BEP follows. It was decided that going forward, the BEP will follow the federal fiscal year. Andy Kloefer will make the appropriate adjustments to the By-laws. March 2019 is the tentative deadline to have the By-laws completed.

Training:

Rob Schmidtkofer will survey the operators for suggestions on training topics for upward mobility training.

Terry Smith is scheduled for a two- day training in June 2019.

Fiscal:

Olu Ogunsola provided the balance of the BEP bank accounts. Mark Ridenour will report on the research of the accessibility of Quick Books at the next meeting.

Wayne Marsh requested the BVC, and the SLA to research different banking options to compare interest rates and investment options.

Rob Schmidtkofer discussed the plan for the remaining Smyrna Gift Shop inventory. Wayne Marsh would like to sell the items and donate the profits of those sales to the State Employees Charitable Campaign (SECC). Anthony Paolini made a motion to sell and donate the profits. Gary Pizzolo seconded the motion. The sale and donation of the remaining inventory of the Smyrna Gift Shop was approved.

DVI Fiscal will produce a final profit and loss report for the Smyrna Gift Shop and Del Tech café by February 2019.

Annexation of Location 99-4:

Gary Pizzolo requested to annex the New Castle County Court house and location 99-4. Anthony Paolini and Wayne Marsh approved the request. SLA has already approved the annexation.

Public Comment:

Elisha Jenkins provided an update on DVI's status with JFC and the Sunset review.

Next Meeting:

The next BEP meeting will be February 28, 2019 at 10:00 am at the Division for the Visually Impaired, 1901 N. DuPoint Highway, Biggs Building, New Castle, DE 19720.

Adjournment:

The meeting was adjourned at 11:40 AM.

Respectfully submitted by Rachel Hollen, Division for the Visually Impaired, Administrative Specialist I.